

CSO Solicitation No. 2229

Task Based Engineering Services

Prequalification Category – Highway Design AND Bridge & Structure Design

FIRMS WHO ARE ELIGIBLE TO SUBMIT WILL RECEIVE THIS LETTER IN THE MAIL.

IT IS BEING POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage two (2) prequalified consultant engineering firms, in the categories listed above, to provide task-based engineering services for the Highway Design Division to aid in the preparation of design plans, estimates, specifications, and related data and studies. Additionally, firms must have the capability of providing the Department with expertise in other functions such as, but not limited to, survey and wetland delineation; preparation of environmental documents and permit applications; traffic engineering and studies; hydrologic and hydraulic engineering; presentation and materials for public meetings; preparation of property maps; stormwater discharge certification; and shop drawing review and design services during construction.

The selected firm must provide all electronic design data (i.e., Ground files, Design files, Digital Terrain Models [surfaces], Alignments, Contract Plans, and/or all other Electronic Engineering Data) in Bentley Systems, Inc. MicroStation V8i (select series 3) and InRoads Suite V8i (select series 2) formats. Submissions will also be required to comply with the Department's Digital Design Environment and the Digital Project Development Manual (<http://www.ct.gov/dot/cwp/view.asp?a=3194&q=483668&PM=1>).

The agreement will cover a three-year period. No new work will be assigned after three years from the start of the contract, but projects already assigned will be allowed to continue through completion. It is anticipated that up to 100 tasks will be assigned to the selected firm and the expected commencement date is summer 2015.

Please be advised that the selected firm will not be eligible to offer their services, either as a prime consultant or sub-consultant, for the construction phase of the specific Department projects for which services were provided by that firm in the preparation of the final contract documents.

If your firm desires to be considered for this assignment, your submittal should consist of a letter-of-interest limited to one (1) page and Department Form CSO 255 with a maximum of five (5) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Engineer-in-Charge of the work as well as assurance that he/she will be available for work when required. The CSO 255 Form can be found online at <http://www.ct.gov/dot/business/consultant/selection>. **Four (4) copies of the submittal are required and must be postmarked or hand-delivered by 3:00 p.m. on October 1, 2014.**

Included in the submittal must be a brief narrative summarizing your firm's current highway design workload and a narrative description of proposed staff and their qualifications, experience and expertise in the following; (1) project administration; (2) highway design, including engineering studies/reports; (3) bridge and structural design, including engineering studies/reports; (4) survey, including aerial photogrammetric reduction & wetland delineation; (5) environmental documentation (NEPA), permit preparation/review/certification; (6) design services during construction; and (7) familiarity with Department design standards, policies and procedures.

The selected firm will be required to maintain a Connecticut office for the duration of assignment, with the Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

Please be advised that there is no Disadvantaged Business Enterprise (DBE) goal assigned for these contracts. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be allowed.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 3-28-14) and Form 5 (Consulting Agreement Affidavit, Rev. 3-28-14) prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of Connecticut (State) of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not complete the certification (Form 1) required under subsection (c) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://www.das.ct.gov/cr1.aspx?page=371> to subscribe to BizNet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)."

For all State contracts, as defined in CGS § 9-612(g)(1) having a value in a calendar year of fifty thousand dollars (\$50,000) or more or a combination or series of such agreements or contracts having a value of one hundred thousand dollars (\$100,000) or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice can be found online at www.ct.gov/SEEC by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firms will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firms will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of the negotiations process.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must continue to be prequalified in the specified categories for the year a shortlist is finalized and/or a selection is made.

All submittals shall be addressed to:

Mr. David M. Mancini, P.E.
Consultant Selection Office
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, Connecticut 06111

Hand-delivered submittals must be brought to the front security desk at the above address **no later than 3:00 p.m. on October 1, 2014**. Submittals hand-delivered or postmarked after this date and time will not be considered.

All inquiries regarding this request for letters-of-interest must be directed to Mr. David M. Mancini of the Consultant Selection Office at (860) 594-3017.